

CRANSTON SCHOOL COMMITTEE MEETING (HEARING)

OCTOBER 9, 2013

WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)

845 Park Avenue

Executive Session: 5:00 p.m.

Immediately Followed by Public Session

AGENDA

1. Call to order – 5:00 p.m. – Convene to Executive Session Pursuant to Rhode Island State Laws:

P.L. 42-46-5 (8)(a)(b); Hearing for Student (A) - Re: Appeal of Permit Denial

2. Executive Session

3. Call to Order – Public Session

4. Roll Call

5. Executive Session Minutes Sealed: October 9, 2013

6. Vote on Appeal

7. Adjournment

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8170 72 hours in advance of the hearing date.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' Administration Building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice Posted: October 4, 2013

CRANSTON SCHOOL COMMITTEE PUBLIC WORK SESSION

OCTOBER 9, 2013

WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)

845 PARK AVENUE, CRANSTON, RI

EXECUTIVE SESSION 6:00 P.M.

PUBLIC WORKSESSION IMMEDIATELY FOLLOWING EXECUTIVE SESSION

PUBLIC SESSION IMMEDIATELY FOLLOWING PUBLIC WORK SESSION

AGENDA

- 1. Call to order- 6:00 p.m. Convene to Executive Session pursuant to RI State Laws -**
- 2. PL 42-46-5(a)(1) Personnel:**
 - A. (Discussion of Administrator A's Contract)**
- 3. PL 42-46-5(a)(2) Collective Bargaining and Litigation:**
 - A. (Contract Negotiations' Update – Secretaries)**
 - B. (Teachers)**
 - C. (Teacher Assistants)**
 - D. (Bus Drivers, Mechanics)**
 - E. (Tradespeople)**
 - F. (Discussion of Confidential Administrative Assistant Position)**
- 4. Executive Session**
- 5. Call to Order – Public Session**
- 6. Roll Call – Quorum**
- 7. Adjourn to Public Work Session**
- 8. Public Work Session**
 - a. Technology – Donna-Marie Frappier & Dr. Lundsten**
 - b. Discussion – Graduation Certificates for Students/Alternate Assessment**
 - c. Wellness Policy**
 - d. Affordable Care Act (District & Sodexo) (see attached)**
 - e. Discussion of Personnel Policy Revisions (see attached):**
#4111 - Recruitment and Selection of Employees

#4111.a - Recruitment and Selection of Employees

#4112.1 – Appointment

#4115.2(a) - Promotions

9. Adjourn Public Work Session to Public Meeting

10. Executive Session Minutes Sealed – October 9, 2013

11. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance.

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8172 72 hours in advance of the meeting date.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice posted: October 4, 2013

SODEXO – AFFORDABLE CARE ACT:

By law, Sodexo must send all employees the Health Insurance Marketplace Notice. You will receive this in the mail in October. Anyone can purchase coverage through the Health Insurance

Marketplaces—even if you're eligible for Sodexo medical coverage. But if you're eligible for Sodexo coverage and enroll in coverage through a Health Insurance Marketplace, you may not be eligible for a subsidy.

If you do not have access to Sodexo benefits, you may be eligible for a substantial subsidy. To see about your eligibility, you can access a link at www.SodexoCoverageResources.com that takes you to the Kaiser Family Foundation's Subsidy Calculator, which can give you a rough estimate before

Oct. 1 of what you might pay.

After Oct. 1, the Health Insurance Marketplace in your state will tell you exactly what you will pay.

Important Update About the Affordable Care Act

You may have heard about the Affordable Care Act. It was signed into law in the U.S. three years ago. Since then, Sodexo has made changes to our medical plan to meet Affordable Care Act requirements—for example, providing free preventive medical care and medical coverage for employees' children up to age 26. We also removed annual or lifetime limits under our medical plan.

The next big change is the individual mandate, which will require most U.S. citizens and legal residents to have medical coverage in 2014—whether through an employer or other sources—or pay a tax penalty. The Health Insurance Marketplace (or exchanges) will give individuals more options for purchasing medical coverage. It will

offer one place to go online to shop for different medical plans through a variety of insurance companies at a range of prices. All the plans offered through the marketplace must cover the same health services.

What the Affordable Care Act Means to You

With the affordable Care Act, part-time employees who do not have access to Sodexo benefits will have health insurance options through the Health Insurance Marketplace that have not been available to them in the past. Full-time employees still will be able to participate in Sodexo's benefits plans.

Sodexo is aligning how we define a full-time employee who is eligible for benefits with the Affordable Care Act. Beginning in 2014, we will define a full-time hourly employee as someone who works an average of 30 hours or more per week over a 52-week period. To be eligible for benefits in 2014, you must average 30 hours a week from Oct. 4, 2012, to Oct. 3, 2013. Most employees who are currently eligible for Sodexo benefits will continue to be eligible. Employees who no longer have access to Sodexo benefits can obtain health insurance through the marketplace or other options. This change will mostly affect those working in seasonal businesses, like schools and campuses, because temporary unit closings do not count toward time worked.

If your ability to access Sodexo benefits changes, you will be notified in early November. If this is the case, be sure to look at all of your

options next year—the Health Insurance Marketplace, your spouse’s or partner’s employer plan, and any other public programs for which you may be eligible. Please note that depending on your household income and family size, you may be eligible for substantial financial help from the government to use toward a Health Insurance Marketplace plan.

Sodexo Coverage Resources Can Help

Sodexo is making a new website available to make using the Health Insurance Marketplaces easier. Starting now, you can go to www.SodexoCoverageResources.com to learn about:

- How to choose a plan that’s right for you**
- What you need to do to enroll and when**

After Oct. 1, even more features will be available on this site:

- You can link directly to each Health Insurance Marketplace option or**

to the websites where you can sign up for coverage

- You’ll find a phone number at the site to call if you have questions**
- You can see it in Spanish starting Oct. 21**

CRANSTON PUBLIC SCHOOLS

84S PARK AVENUE

CRANSTON, RHODE ISLAND 02910-2790

RAYMOND L. VOTTO, JR.

CHIEF OPERATING OFFICER

September 2013

Dear Employee,

Enclosed is a notice regarding the new federal Health Insurance Marketplace or "Exchange."The Affordable Care Act (federal health care reform) requires most employers, including the Cranston Public Schools, to send this notice to all their employees to make you aware of the availability of alternative health coverage through the new Health Insurance Marketplace and services available to you.

This notice is for your information only - no action is required on your part. The Cranston Public Schools will continue to offer its own health coverage as well. If you currently have coverage through Cranston Public Schools nothing will change - your coverage is not being terminated or replaced. The notice is intended to inform you about the existence of the Marketplace, their services, and the health coverage offered by the Cranston Public Schools.

Please feel free to call me at 270-8189 or Kathy Park at 270-8182 with any questions.

Sincerely,

Raymond L. Votto, Jr.

Raymond L.Votto,Jr.
Chief Operating Officer

Enc

Telephone: (401) 270-8189 • FAX: (401) 270-8641 • TDD: (401) 270-8115
• EMAIL: rvotto@cpsed.net

The Cranston Public Schools Welcomes Diversity in its Employment Opportunities, Programs and Activities.

New Health Insurance Marketplace Coverage Options and Your Health Coverage

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health Insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

What Is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance

coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premium in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer

coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household Income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.

Note: If you purchase a health plan through the Marketplace Instead of accepting health coverage offered by your employer, then you may lose the employer contribution (If any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from Income for

Federal and State Income tax purposes. Your payments for coverage through the Marketplace are made on an after tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more Information, Including an online application for health insurance coverage and contact Information for a Health Insurance Marketplace In your area.

1

An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by your Employer

This section contains Information about any health coverage offered by your employer. If you decide to complete an application for coverage In the Marketplace, you will be asked to provide this Information. This Information Is numbered to correspond to the Marketplace application.

3. Employer Name 4. Employer Identification Number (EIN)

CRANSTON PUBLIC SCHOOLS 30-0243173

5. Employer Address 6. Employer Phone Number

845 PARK AVE. 401-270-8000

7. City 8. State 9. ZIP Code

CRANSTON RI 02910

10 Who can we contact about employee health coverage at this job?

RAYMOND L. VOTTO, JR. OR KATHLEEN PARK

11. Phone number (if different from above) 12. Email Address

**401-270-8189 OR 401-270-8182 rvotto@cpsed.net or
kpark@cpsed.net**

Here is some basic Information about health coverage offered by this employer:

• As your employer, we offer a health plan to:

___ All employees.

___ Some employees. Eligible employees are:

Teacher Assistants and Technical Assistants

• With respect to dependents:

___ We do offer coverage. Eligible dependents are:

Spouse, Domestic Partner, Children & Step children

___ We do not offer coverage.

**___ If checked, this coverage meets the minimum value standard,
and the cost of this coverage to you is intended to be affordable,
based on employee wages.**

**** Even If your employer intends your coverage to be affordable, you
may still be eligible for a premium discount through the Marketplace.
The Marketplace will use your household Income, along with other
factors to determine whether you may be eligible for a premium**

discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or If you have other Income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out If you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee Is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage?

(mm/ddIYVvv) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value Standard'?"?

Yes (Go to question 15 No (STOP and return form to employee)

15. For the lowest cost plan that meets the minimum value standard, offered only to the employee (don't include family plans. If the employer has wellness programs, provide the premium that the employee would pay if he/she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan?

\$1,059.19 (Ind.)

**b. How often? ___Weekly ___Every 2 weeks ___Twice a month ___Monthly
___ Quarterly X Yearly**

If the plan year will end soon and you know that the health plans offered will change, go to Question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?

_____Employer won't offer health coverage

_____Employer will start offering health coverage to employees or change the premium

for the lowest cost plan available only to the employee that meets the

minimum value

standard (Premium should reflect the discount for wellness programs. See question 15.)

a. How much will the employee have to pay in premiums for that Plan? \$

**b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month
☐ Monthly
☐ Quarterly ☐ Yearly**

Date of change (mm/dd/yyyy):

An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(iii) of the Internal Revenue Code of 1986)

PERSONNEL 4111

Recruitment and Selection of Employees

1. Purpose

The Cranston School Committee is committed to providing the highest quality educational Program for the Cranston Public Schools in accordance with the highest aspirations of the community and the

staff.

This common goal shall be the concern of the Administration, the School Committee and the community at large.

Professionalism

Cranston Public Schools is dedicated to providing each individual with an opportunity to realize his/her full potential in an educational environment which emphasizes student achievement and success.

Innovation and best practices based on research are an important aspect of the Cranston Public Schools' educational programs.

II. RECRUITMENT AND SELECTION

It shall be the duty of the Superintendent of Schools to assure that persons recommended for employment shall meet all qualifications established by law and by the Cranston School Committee for the type of position for which the recommendation is made.

All efforts in recruitment shall be directed at attracting the most qualified persons possible and additional effort shall be made to attract persons from diversified backgrounds. Also, efforts will be made to pursue affirmative action through positive and aggressive measures.

To accomplish this requirement, all vacancies will be clearly posted within the school district and, depending on the position, should be advertised on a state or national level, as determined appropriate by the Superintendent or his/her designee.

When a position has been determined to be vacant and has not been deemed by the School Committee as a position that should be eliminated, then, that position will be posted and filled as soon as possible. Posting will be for 14 calendar days.

Policy Adopted: 9/28/72

Amended: 1/17/77, Amended: 1/20/87 (Resolution 87-1-25)

Amended: 9/19/94 (Resolution 94-9-40)

**Amended: 3/15/99 (3/22/99) (Resolution 99-3-21) CRANSTON
PUBLIC SCHOOLS**

Amended: 10/21/13 (Resolution 13-10-) CRANSTON, RI

PERSONNEL 4111(a)

RECRUITMENT AND SELECTION OF EMPLOYEES

The following procedures shall apply to determining the need for and selection of candidates for new and replacement positions:

1. The Chief Operating Officer shall consult regularly with appropriate administrative staff to determine whether a vacancy

exists.

2. The Chief Operating Officer shall meet with appropriate administrative staff to determine job specifications and/or criteria for evaluation of candidates.

3. Files of candidates shall be reviewed by Administrators and the Personnel Office and interviews shall be scheduled. All Affirmative Action policies and procedures adopted by the Cranston School Committee shall be adhered to. Candidate files will be reviewed with sensitivity to equity issues such as gender, racial/cultural diversity, disability and other legally protected status.

4. To ensure balanced representation a team of interviewers should be selected to include at least an administrator, teacher, and parent. If the team is interviewing for a non-certified position the team would consist of an administrator, a member of the department or school. The purpose of the screening Committee is to interview all qualified applicants and to forward to the Superintendent for consideration and recommendation:

a. The Screening/Interview Committee will be formed with sensitivity to equity issues.

b. The appropriate administrators will develop a list of interview questions.

c. Those administrators will review and select candidates to be

interviewed based on the job description and written criteria developed by the interview team.

d. Cranston substitutes and/or Cranston residents who apply for the specific posted position will be considered for an interview.

e. The team will be given the opportunity to review applications on file to determine if there are any other individuals that could be considered.

5. Each member of the Screening/Interview team must attend all interview sessions with prospective candidates for a particular position. If a person is not able to attend all interview sessions, that person has no rating privilege.

6. After a candidate is interviewed, each member of the Screening/Interview team shall complete a Report of Interview form without consultation. Results of the interview will be made known to members of the Screen/Interview team and the results will be confidential.

7. The chairperson of the Screening/Interview team will submit, through the appropriate central administrator to the Superintendent, the top candidates in alphabetical order, with supporting data, defining characteristics of strengths and weaknesses as related to job specifications and responses to the interview questions.

8. When dealing with large numbers of candidates, the screening/interview teams should include with the interview results,

supporting data, defining characteristics, and the strengths and weaknesses of the candidates. Questions should cover a broad spectrum as appropriate to student needs and programs.

9. The Screening/Interview team will submit all work to the Superintendent who has the ultimate responsibility to recommend a candidate to the School Committee at the next scheduled meeting.

10. Screening /Interview team must understand that the entire screening process must be held in the strictest confidence.

11. Other consideration by the Superintendent

a. Successful substituting experience and other experience in the classroom (practicum and student teaching)

b. Cranston Resident

c. Cranston Substitute

d. Any other information in candidates file

- degree
- transcripts
- test score (if applicable)
- recommendations
- community involvement
- professional affiliation
- evaluations

12. Unsuccessful applicants may contact the Chief Operating Officer

to discuss their candidacy.

Regulation:

Revised: 9/19/94 (Resolution 94-9-40)

**Amended: 3/15/99 (3/22/99) (Resolution 99-3-21) CRANSTON
PUBLIC SCHOOLS**

Amended: 10/21/13 (Resolution 13-10-) CRANSTON, RI

PERSONNEL 4112.1

APPOINTMENT

All professional and non-certified employees will be appointed by a resolution of the Cranston School Committee. A written confirmation will be mailed to the new employee who will include a copy of their collective bargaining agreement or the appropriate non-certified employee policy.

Policy Adopted: 9/28/72 CRANSTON PUBLIC SCHOOLS

Readopted 8/20/73 CRANSTON, RI

Policy Amended: 10/21/13

Resolution 13-10-

4115.2(a)

PERSONNEL

Promotions

A. Promotional positions are defined as positions below the rank of Assistant Superintendent.

B. All vacancies in promotional positions shall be filled pursuant to the following procedures:

1. A notice shall be posted in every school building clearly setting forth a description of and the qualifications for the positions.

2. Such notices shall be posted as far in advance as practicable, and at least ten (10) school days before the final date for submission of applications.

3. Employees who desire to apply for such vacancies shall submit their letter of intent and resume to the Superintendent or specified representative within the time limit specified in the notice. Applications shall include qualifications for the position as well as

other data requested in the notice and/or helpful in evaluating the applications.

4. Employees who apply and are qualified for such positions shall be interviewed by a committee appointed by the Superintendent. Interview ratings for each qualified applicant shall be prepared independently by each member of the committee. Recommendation for a vacancy shall be made by the Superintendent from among the top three applicants unless he/she decides to make no recommendation from such applicants.

C. All employees who apply and are qualified for a promotional position shall be

Interviewed and shall subsequently be notified of the disposition of their

application before the appointment is made.

Policy

Revised: 10/16/78

Amended: 7/19/82

Amended: 10/21/13 CRANSTON PUBLIC SCHOOLS

Resolution: (13-10-) CRANSTON, RI